

ADPA BULLETIN NO. 04-04

June 8, 2004

TO: All General Relief Treatment Programs

FROM: Patrick L. Ogawa, Director
Alcohol and Drug Program Administration

SUBJECT: **REQUIREMENTS FOR SUBMITTING GENERAL RELIEF CLIENT DATA**

This bulletin is to emphasize the requirement to submit General Relief client data as part of your monthly billings, and to inform you of changes to the existing General Relief Billing System.

BACKGROUND

Alcohol and Drug Program Administration's (ADPA) General Relief supportive services program is funded by Los Angeles County's Department of Public Social Services (DPSS). As a condition of funding, DPSS has required that ADPA, via our contracted treatment programs and Community Assessment Service Centers (CASC), provide them with specific client data. In order to collect this data, ADPA established the General Relief Billing System in FY 1997-98. However, over the years, not all programs have used the system to provide the necessary client data.

DPSS IS WITHOLDING PAYMENT

DPSS has recently reiterated their demand that our programs substantiate billings and service delivery by providing complete and accurate General Relief client information. They have recently stopped honoring our billings and will continue to withhold General Relief payments to ADPA until our General Relief treatment programs provide the information requested. Therefore, we will be compelled to withhold payment from contract programs that are not providing us with the required data elements contained in the General Relief Billing System.

PROGRAM BILLING CLAIMS

Effective immediately, all monthly General Relief claims must be accompanied by supporting client information using the existing billing system. This applies to all treatment contracts regardless of funding mechanism (cost, staff hour, and fee-for-service contracts). **Monthly claims not supported by the client data forms will not be processed.** The General Relief billing system is fully operational; therefore, all programs must utilize the system to enter the supporting client information to accompany

your monthly billings.

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Furthermore, DPSS is requiring client information retroactive to February 1, 2004. Therefore, you must ensure that all prior month's information is submitted with your next claim. **Use separate sheets for each month's information.** Again, because DPSS is denying payment for incomplete information, we will be unable to process your payments until you provide this information.

CASC BILLING CLAIMS

There are also new requirements for the CASCs. Effective immediately the CASC monthly billings must include a copy of the Los Angeles Automated Eligibility Determination System (LEADER) log, listing the clients assessed each month. DPSS has also requested that the LEADER logs include a notation "UA" for those clients for whom a urine analysis was completed. In addition, please write the number of participants assessed during the month, at the bottom of the first page on the LEADER client data logs. **Monthly claims not supported by LEADER client data logs will not be processed.** DPSS is also requiring that the total number of unique clients assessed, and/or treated depending on your contract type, be indicated. Please see the attached format and include it with all billings.

Furthermore, DPSS is also requiring CASC client information retroactive to February 1, 2004. Therefore, you must ensure that all prior months information is submitted with your next claim. Use a cover sheet to label each month's information. Again, because DPSS is denying payment for complete information, we will be unable to process your payments until you provide this information.

TRAINING

We understand the additional work that is required of you. Therefore, we offer to work closely with you so you have a clear understanding of what is required. In that regard, we are planning a mandatory in-depth training on General Relief policies and procedures in the near future. This training will cover all new items, along with a review of existing General Relief policies and procedures. We want to ensure that all of your General Relief staff are well informed and to prevent any possible audit exceptions. We appreciate your prompt attention to this matter, and thank you in advance for your efforts.

Please contact the following staff for further assistance:

Information Systems:	Richard Lugo	626-299-4547
Billings:	Shirley Diep	626-299-4180
General Questions:	Linda Dyer	626-299-4109

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